Chase County 4-H Record Book
Order of Assembly

Your record book should be assembled as follows:

Tab 1. Check Sheet & Pin Application
   Year end check sheet
   Achievement Pin Application for current year (*only if applying)

Tab 2. Personal Page and Permanent Record
   Personal Page
   Permanent Record – place only one updated copy in your record book. Update yearly.

Tab 3. Current Year’s Project Records
   Must complete project records for at least half of the projects that you are enrolled in
   (if half is not a whole number, round up)
   If you are enrolled in the Leadership Project, this must be one of the projects that you
   complete records for to complete this project for the year.
   Follow the directions on the form for filling out information for each specific project.
   The reflection space is to be used as a story of the year. Use the suggested
   questions to help guide your writing.
   Photographs – the project record gives specifics on the type of photographs and
   numbers to include.

Tab 4. Membership and Awards – these can be placed in page protectors
   Certificate of Membership Page (add a green seal for each completed year – indicate
   4-H year)
   Record of Awards Page: Seals awarded for year end project work. Place the Gold, Silver,
   or Blue award seals on the page, label with project area and the 4-H year
   awarded on each. Add pages as needed.

Tab 5. Past years project records
   Tab each year. Example: 2020-2021 (remove project tabs in past year’s records).
   Place past year’s records in descending order. (Beginning 4-H member year is placed last
   under the beginning year tab.

Tab 6. Reference Pages
   Chase County 4-H Achievement Plan – the order Achievement Pins are applied for. (This
   is a yellow page).
   Chase County 4-H Record Book Order of Assembly (this is a white page).
   Optional: 4-H Pledge and Motto Page (this is a green page).

Updated 11/19/21